# Grant & Per Diem: SmartSimple Guide

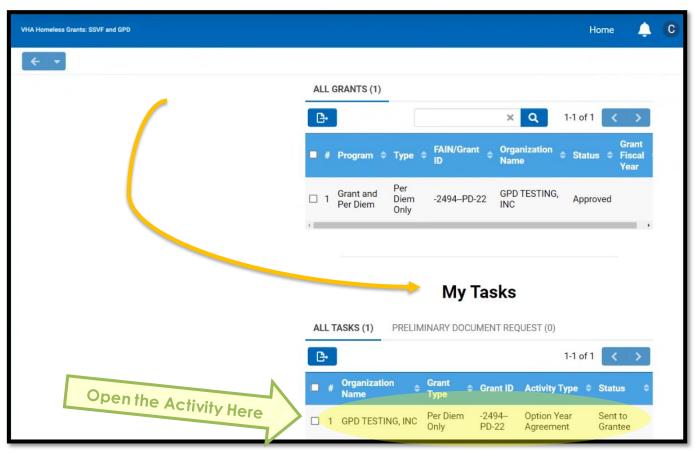
How-To: Retrieve Your Executed OPTION YEAR Grant Agreement

#### Step 1: Log in to Smart Simple, Select Option Year Activity

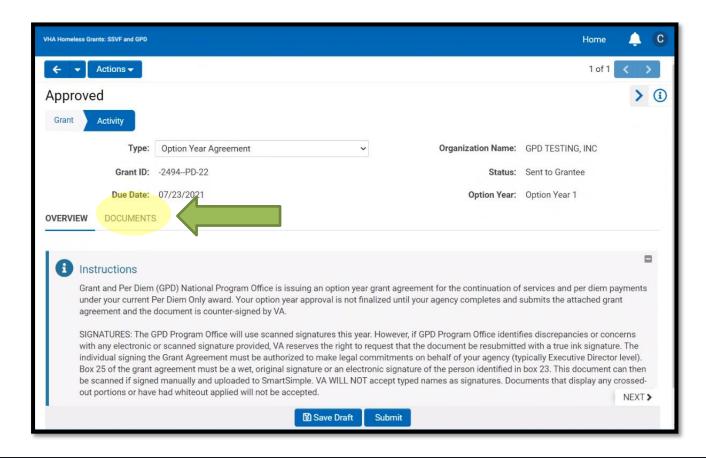
The Owner of the Grant Record will select the Option Year Activity in the My Task's area

If you do not see a task here, you are not the Owner of the grant record

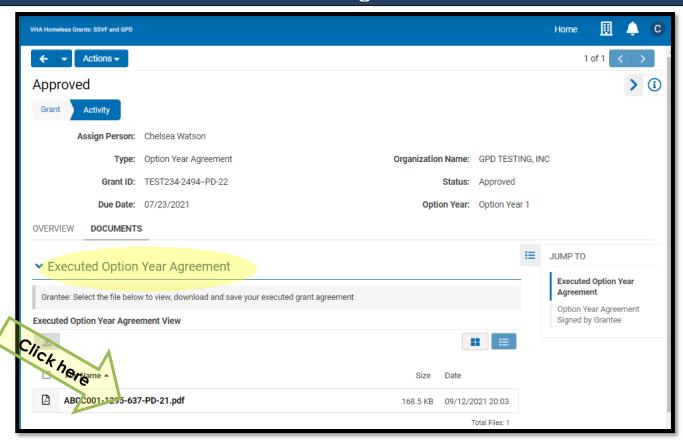
If you are not the Owner, you will not be able to complete this activity



## Step 2: After you open the activity, click Documents



## Step 3: Download Executed Grant Agreement



## Step 4: Download the Executed Agreement and Save a Copy

Download a copy of the executed grant agreement (PDF format) to your computer. Share this document with others in your organization, as appropriate. Keep a copy in your grant administrative files.

## Great job, this activity is now complete!